Quick Tips for Formatting Dissertations in Microsoft Word

EDITING MARGINS
1. Go to the Page Layout tab.
2. Select the down arrow under Margins in the Page Setup group.
3. Select Custom Margins at the bottom of the menu.
4. Adjust the left margin to 1.5” and make sure Apply to: Whole Document is selected.

FORMATTING PAGE NUMBERS
1. Turn on show paragraph marks by selecting the ¶ on the home ribbon.
2. Put your cursor before the first letter of “Dissertat
3. On the Page Layout tab, in the Page Setup Group, click on the down arrow next to Breaks and select Next Page under the Section Breaks section.
4. This creates a new section. By default, Word treats the headers and footers of sections as the same. To change between Roman and Arabic numbering, you will need to unlink the sections.
5. On the first page that needs a Roman numeral, go to the Insert tab, click on the down arrow under Header in the Header & Footer group, and select Edit Header. This will bring you to the Header and Footer Tools Design tab.
6. In the Header and Footer Tools Design tab, in the Navigation group, you will want to unlink the header and the footer from the previous section.
7. You can either insert page numbers within Header and Footer Tools Design tab or you can do it from the Insert tab. Select the down arrow under Page Number, select Top of Page, and select Plain Number 3.
8. To change the page number and style, select Format Page Numbers.

SECTION BREAKS VERSUS PAGE BREAKS
1. To make sure your chapters start on new pages, you may insert a page break. Go to the Insert Tab and select Page Break from the Pages group.
2. To change formatting between sections (landscape vs portrait, Arabic vs roman numerals), you will need to insert a section break. Go to the Page Layout tab, in the Page Setup group, select the down arrow next to Breaks, and select Next Page under the Section Breaks section.

LANDSCAPE PAGES
Some charts and figures will require more space than allowed on a portrait page setup. To insert a landscape page:
1. Go to the Page Layout tab, in the Page Setup group, select the down arrow next to Breaks, and select Next Page under the Section Breaks section. If the landscape page will be in the middle of the document, insert an additional Section Break Next Page.
2. Go to the Insert tab, click on the down arrow under Header in the Header & Footer group, and select Edit Header. This will bring you to the Header and Footer Tools Design tab.
3. In the Header and Footer Tools Design tab, in the Navigation group, you will want to unlink the header and the footer from the previous section. You will need to do this for the section that will be landscape and the section after it.
4. Once the sections are unlinked, go to the middle section you want to make landscape. Click the Page Layout tab, in the Page Setup group click on the down arrow under Orientation and select Landscape.
**FORMATTING PAGE NUMBERS ON LANDSCAPE PAGES**

1. On the first page that needs a Roman numeral, go to the Insert tab, click on the down arrow under Header in the Header & Footer group, and select Edit Header. This will bring you to the Header and Footer Tools Design tab.

2. In the header, delete the page number by highlighting the page number and pressing the backspace key.

3. In the Header & Footer group, click on the arrow next to Page Number, choose Page Margin, then in the Plain Number section, choose Large, right. A large number will now appear in the right margin, centered.

4. Highlight the number and make changes to the font to match your other page numbers.

5. With the text box selected, a Text Box Tools tab will appear and you will want to rotate the text 90 degrees clockwise. Select Text Direction to do this.

6. To match the location of your other page numbers, click on the Position drop down in the Arrange group. Select More Layout Options.

7. In the dialog box under Horizontal select: Alignment Centered relative to Right Margin. Under Vertical select: Alignment Bottom relative to Margin. Select OK. Now your page number is in the right location and direction.

**APPLYING A STYLE**

1. Select the text to which you want to apply a style.

2. In the Style Group on the Home Ribbon, click on the style to apply. If you don’t see the style you want to use, click on the Expand icon in the lower right corner to see a more Styles.

**EDITING A STYLE**

1. Right click on the style you want to edit and select Modify…

2. Change Fonts, Font Size, and Font Style on the main window.

3. Click the down arrow on Format and select Paragraphs…

4. In the Paragraph window, you can edit alignment, indentation, line and paragraph spacing.

5. Click OK to exit and save your changes.

**INSERTING CAPTIONS**

Word can automatically number your captions of tables, figures and equations.

1. Right-click the object and select Insert Caption. For tables, right-click the crosshair icon at the top-left corner of the table.

2. In the Caption dialog box, select the appropriate (“Figure” or “Table”) and select the appropriate positioning of the caption (below for Figures, above for Tables).

3. Type your text in the Caption: box.

4. Click OK to exit.

**INSERTING TABLES OF CONTENTS**

Word can automatically generate a table of contents.

1. Click on the References tab, and select Table of Contents and select Insert Table of Contents.

2. In the Table of Contents dialog box, you may select Modify to format the font and style.

3. Click OK to insert.
ADDITIONAL RESOURCES

The University of Michigan Library has an extensive guide to help you with formatting your dissertations in Microsoft Word.

Working with Styles (The University of Michigan Library)
http://guides.lib.umich.edu/c.php?g=283073&p=1886003

Adding Page Numbers (The University of Michigan Library)
http://guides.lib.umich.edu/c.php?g=283073&p=1886008

Landscape Pages (The University of Michigan Library)
http://guides.lib.umich.edu/c.php?g=283073&p=1886009